

[illegible][illegible]

<u>Function</u>	<u>Basis</u>	<u>Mechanism</u>
Advising Career Services and Offices with respect to disciplinary or unsatisfactory performance cases, including the preparation and issuance of letters of warning, and the withholding of Periodic Step Increases.	OPM 20-190-28, dated 19 September 1957 [REDACTED] Section II 25X1A	Staff members serve as consultants or advisors to Career Services and Offices. With respect to techniques used, these derive from a variety of sources, including the referenced Regulation. The new Headquarters Handbook on Promoting Good Employee Performance and Conduct will play an important role in this connection.
Screening applicants for Agency employment from a suitability point of view.	Memorandum from DD/S to D/Pers, Subject: Applicant Review Panel, dated 22 January 1962 25X1A [REDACTED]	Applicant Review Panel. Chaired by member of SA/D/Pers Staff.
Screening candidates for overseas assignment from a suitability point of view.		Overseas Candidate Review Panel. Chaired by member of SA/D/Pers Staff.
Coordinating information with respect to problem cases having medical implications (particularly psychiatric) and advising D/Pers as to the disposition of such cases.	DD/S memorandum to Personnel, Security, Medical, and IG dated 3 March 1954.	Agency Disposition Board.